

**TASK BOOK FOR THE POSITION OF**



**SINGLE ENGINE AIR TANKER  
(SEAT) MANAGER**

**MARCH 1998**

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<p><b>TASK BOOK ASSIGNED TO:</b></p>
<p>INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER</p> <p><b>TASK BOOK INITIATED BY:</b></p>
<p>OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER</p>
<p>LOCATION AND DATE THAT TASK BOOK WAS INITIATED</p>

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.*

## **EVALUATOR**

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

### **VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF**

#### **FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that \_\_\_\_\_

has performed as a trainee and should therefore be considered for certification in this position.

\_\_\_\_\_  
FINAL EVALUATOR'S SIGNATURE AND DATE

\_\_\_\_\_  
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

#### **AGENCY CERTIFICATION**

I certify that \_\_\_\_\_

has met all requirements for qualification in this position and that such qualification has been issued.

\_\_\_\_\_  
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_  
CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be downloaded from the BLM Office of Fire and Aviation web site:  
<http://www.blm.gov/nhp/Preservation/FireSuppression/Standards/redbook.htm>

## BUREAU OF LAND MANAGEMENT POSITION TASK BOOK

This Position Task Book (PTB) has been developed for the Single Engine Air Tanker Manager. The PTB lists the performance requirements (tasks) for this position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions also required that specific tasks be performed on a wildland fire—performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

### RESPONSIBILITIES:

1. The **Local Office** is responsible for:
  - Selecting trainees based on the needs of the local office and the geographic area.
  - Ensuring that the trainee meets the training and experience requirements.
  - Issuing PTBs to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  - Providing an evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per local policy.
  - Issuing proof of certification.
2. The **individual** is responsible for:
  - Reviewing and understanding instructions in the PTB.
  - Identifying desired objectives/goals.
  - Providing background information to an evaluator.
  - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  - Assuring the Evaluation Record is complete.
  - Notifying local office personnel when the PTB is completed and providing a copy.
  - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:

## QUALIFICATION RECORD

### POSITION: SINGLE ENGINE AIR TANKER MANAGER (SEAT)

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

#### 4. Qualifications

The trainee must have the following training before having the task book initiated:

- Intro ICS (I-100)
- Wildfire Suppression Orientation (S-110)
- Airplane Safety Training (B-2 Min, S-270 recommended)
- Dispatch Recorder (D-110 or above)
- SEAT Manager Training

Trainee must successfully complete all tasks. (Recommend multiple assignments working with/for an experienced SEAT manager.)

3 year currency required.

Experience in the following areas will aid the trainee in becoming a SEAT Manager. Fire supervision, dispatch experience, fire behavior training, air tanker base management, fire business management, retardant/ suppressant use and mixing, contract administration, aircraft related operations management, i.e., A/C dispatch, A/C radio operations, A/C flight following, supply/procurement, equipment rental agreements, contract project inspector/contracting officer representative.

TASK	C O D E*	EVA LUA TION REC ORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>GENERAL</u></b></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The operational SEAT Managers kit should include, but is not limited to the following.</p> <ul style="list-style-type: none"> <li>• Ingeragency SEAT Operations guide</li> <li>• Aviation Technical Assistance Directory</li> <li>• National Fire/Aviation Directory</li> <li>• CWN Contract/Exclusive Use Contract</li> <li>• Flight Use Reports (OAS-23s)</li> <li>• Duty Flight Time Charts (Form ATB-5)</li> <li>• Daily Diaries</li> <li>• Cost Summary Sheets (Form ATB-9)</li> <li>• Air tanker flight log</li> <li>• Pocket calculator</li> <li>• Pens and pencils</li> <li>• Note pads</li> <li>• Flashlight/headlamp</li> <li>• National MOB Guide</li> <li>• Clock and/or wrist watch</li> <li>• Eye Protection</li> <li>• Ear Protection</li> <li>• SAFECOMS</li> </ul>	O		

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I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
W = task must be performed on a wildfire incident  
/R = Rare event -- the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.  
RX = task must be performed on a prescribed fire incident

**QUALIFICATION RECORD**  
(Continued)

**POSITION: SINGLE ENGINE AIR TANKER MANAGER (SEAT)**

<b>TASK</b>	<b>C O D E*</b>	<b>EVA LUA TION REC ORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
<b><u>MOBILIZATION</u></b>  2. <u>Obtain complete information from dispatch upon initial activation.</u> <ul style="list-style-type: none"> <li>Incident name</li> <li>Incident order number</li> <li>Agency specific funding code, fire number</li> <li>Request number</li> <li>Reporting location and contact</li> <li>Reporting time and date</li> <li>Transportation arrangements/travel routes</li> <li>Contact procedures during travel (telephone/ radio)</li> </ul>	I		
3. <u>Gather information necessary to determine type of contract.</u> <ul style="list-style-type: none"> <li>Identify differences between CWN and exclusive use contracts.</li> </ul>	O		
4. <u>Gather information necessary to assess incident assignment and determine immediate needs and actions.</u> <ul style="list-style-type: none"> <li>Incident Commanders/Supervisors name, location and contract</li> <li>Current resource commitments</li> <li>Current situation, i.e., status of incident: Fire size, fuel types</li> <li>Expected duration of assignment</li> </ul>	I		

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(Continued)

**POSITION: SINGLE ENGINE AIR TANKER MANAGER (SEAT)**

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<b><u>PRE-OPERATIONAL ACTIVITIES</u></b>			
5. <u>Establish agency contacts and identify chain of command.</u> <ul style="list-style-type: none"> <li>• Fire Management Officer and/or Aviation Manager</li> <li>• Dispatcher</li> <li>• Procurement person</li> <li>• Air support group supervisor or other contact on incident</li> </ul>	I		
6. <u>Develop logistical lines of authority.</u> <ul style="list-style-type: none"> <li>• Ordering supplies</li> <li>• Ordering transportation</li> <li>• Ordering human services, i.e., food, lodging, etc.</li> </ul>	I		
7. <u>Develop financial lines of authority.</u> <ul style="list-style-type: none"> <li>• Setting up equipment rentals</li> <li>• Secure airport agreements.</li> <li>• Obtain charge codes.</li> <li>• Recognize procurement authority.</li> </ul>	I		
8. <u>Establish lines of communications.</u> <ul style="list-style-type: none"> <li>• Local dispatch</li> <li>• Incident dispatch</li> <li>• Radio frequencies</li> <li>• Ordering authority</li> <li>• Flight following responsibility</li> </ul>	I		

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(Continued)

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9. <u>Conduct initial contractor inspection.</u> <ul style="list-style-type: none"> <li>• Validate cards (both pilot and aircraft).</li> <li>• Conduct pre-use inspections of aircraft and support equipment.</li> <li>• Pilot PPE</li> </ul>	W		
10. <u>Establish layout of SEAT base operations area..</u> <ul style="list-style-type: none"> <li>• Loading pit</li> <li>• Retardant drainage and retention area</li> <li>• Fueling area/fuel sources</li> <li>• Vehicle parking area</li> <li>• Ensure adequate space for expansion.</li> <li>• Jettison area for retardant</li> <li>• Runway adequate for operations</li> <li>• Pilot/crew rest area</li> </ul>	W		
11. <u>Initiate and complete a daily diary throughout assignment.</u>	I		
12. <u>Confirm air-to-air and air-to-ground communication procedures and frequencies are in place.</u> <ul style="list-style-type: none"> <li>• Establish flight following procedures.</li> <li>• Established air traffic control procedures.</li> </ul>	W		

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<b><u>OPERATIONAL ACTIVITIES</u></b>  13. <u>Provide for the safety and welfare of assigned personnel during the entire assignment.</u> <ul style="list-style-type: none"> <li>• Recognizes potentially hazardous situations.</li> <li>• Informs contractor of hazards.</li> <li>• Ensures that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensures adequate rest is provided to all unit personnel.</li> <li>• Develop/acquire and post Flight Hazard Map.</li> <li>• Identify Safety Equipment locations (i.e., Fire Extinguishers).</li> <li>• Discuss crash rescue procedures with support personnel.</li> </ul>	I		
14. <u>Identify retardant and suppressant use restricted areas.</u> <ul style="list-style-type: none"> <li>• Environmental concerns, i.e., visual, congested areas</li> <li>• Ecological concerns, i.e., wilderness, riparian</li> </ul>	W		

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15. <u>Conducts pre-flight and post-flight briefings with contractor.</u> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Operations</li> <li>• Communications</li> <li>• Review work performance and provide feedback.</li> <li>• Identify and implement adjustments in operations.</li> </ul>	W		
16. <u>Attends daily briefings with agency/incident personnel.</u> <ul style="list-style-type: none"> <li>• Mission priorities</li> <li>• Operations</li> <li>• Communications</li> <li>• Review work performance and provide feedback.</li> <li>• Identify and implement adjustments in operations.</li> <li>• Weather forecasts</li> </ul>	W		
17. <u>Continuously monitor flight and/or duty hours of pilots, mechanics and fuel truck drivers to insure that hour limitations are not exceeded.</u> <ul style="list-style-type: none"> <li>• Identify need for relief pilot (if available).</li> <li>• Schedule and manage work to insure limitations are not exceeded.</li> <li>• Identify sunrise and sunset time constraints.</li> </ul>	I		

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18. <u>Initiate and maintain administrative forms.</u> <ul style="list-style-type: none"> <li>• Fill out OAS 23s.</li> <li>• Complete cost summary sheet (Form ATB-9).</li> <li>• Complete air tanker flight log.</li> <li>• Maintain retardant/foam use log.</li> <li>• Maintain daily dairies.</li> <li>• Complete shift tickets and rental agreements.</li> </ul>	W		
19. <u>Maintain adequate supplies of water and retardants/ suppressants at operational base.</u> <ul style="list-style-type: none"> <li>• Secure local water source.</li> <li>• Schedule retardant/suppressant deliveries in a timely manner.</li> </ul>	W		
20. <u>Maintain quality control standards during mixing operations of retardant/suppressant products.</u> <ul style="list-style-type: none"> <li>• Understand function of refractometer and its use.</li> <li>• Understand mixing ratios of all products.</li> <li>• Obtain and post MSDS sheets on products.</li> <li>• Conduct and document periodic inspections to maintain quality control standards for retardants and suppressants.</li> </ul>	W		

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21. <u>Monitor all ground operations for safety.</u> <ul style="list-style-type: none"> <li>• Loading procedures</li> <li>• Crowd control</li> <li>• Hazardous materials spill cleanup - proper disposal</li> <li>• Hot reloading</li> <li>• Hot refueling</li> </ul>	W		
22. <u>Coordinate and manage a safe flight environment.</u> <ul style="list-style-type: none"> <li>• Maintain flight following procedures.</li> <li>• Ensure sterile cockpit compliance.</li> <li>• Obtain or develop a crash rescue plan.</li> </ul>	I		
23. <u>Provide for the logistical needs of the SEAT base facility.</u> <ul style="list-style-type: none"> <li>• Shade</li> <li>• Port-o-potties</li> <li>• Meals</li> <li>• Portable water (liquid refreshments)</li> <li>• Phones and transportation for pilots</li> </ul>	I		

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24. <u>Administer SEAT contracts and agency guidelines.</u> <ul style="list-style-type: none"> <li>• Ensure compliance with contract specifications as related to mission required equipment, systems and operation.</li> <li>• Maintain contact with contracting officer.</li> <li>• Establish daily work schedules to insure work limitations are not exceeded.</li> </ul>	W		
25. <u>Complete accident/incident reports as necessary and submit per agency requirements.</u>	/R		
<b><u>DEMOBILIZATION</u></b>  26. <u>Plans for demobilization and check-out.</u> <ul style="list-style-type: none"> <li>• Receive demobilization instructions from agency/incident supervisor.</li> <li>• Brief contractor on demobilization procedures and responsibilities.</li> <li>• Ensure that agency/incident demobilization procedures are followed.</li> </ul>	I		
27. <u>Conducts close-out inspection of aircraft and all support equipment.</u>	W		

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<p>28. <u>Ensure all procurement related records and documents are accurate and complete at demobilization. Turn in all documentation to agency authority.</u></p> <ul style="list-style-type: none"> <li>• OAS 23s are completed and processed.</li> <li>• Shift tickets and rental agreements are completed and processed.</li> <li>• Daily diaries are up-to-date, completed and processed.</li> <li>• Complete cost summary sheet.</li> <li>• Complete air tanker flight log.</li> </ul>	I		
<p>29. <u>Supervise the restoration of SEAT base of operations areas to pre-incident condition.</u></p> <ul style="list-style-type: none"> <li>• Demob all rental equipment.</li> <li>• Coordinate with fixed base operators or airport managers for compliance.</li> <li>• Arrange for storage of all unused government owned retardants/suppressants.</li> </ul>	W		
<p>30. <u>Conducts close-out with agency/incident.</u></p> <ul style="list-style-type: none"> <li>• Debrief with agency/incident.</li> <li>• Debrief with agency/incident dispatch (if necessary).</li> <li>• Complete and turn in ICS Form 221 (Demobilization Check-Out) if appropriate.</li> </ul>	I		

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## INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

### COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

**Evaluator's name, incident/office title, and agency:** List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

**Evaluator's home unit address and phone:** Self explanatory

**#:** The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

### COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

**Duration:** Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

**Management Level or Prescribed Fire Complexity Level:** Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

**NFFL Fuel Model:** For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

<b>Grass Group</b>	1. Short Grass (1 foot)	<b>Timber Group</b>	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
<b>Brush Group</b>	4. Chaparral (6 feet)	<b>Slash Group</b>	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the trainee position you supervised.

## Evaluation Record

**TRAINEE NAME**

**TRAINEE POSITION**

<b>#1</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

<b>#2</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					



## Evaluation Record (Continuation Sheet)

**TRAINEE NAME**

**TRAINEE POSITION**

<b>#3</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

<b>#4</b>	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					